



Community Promise Federal Credit Union Member Services Representative (Teller)

Position Summary:

Our newly opened credit union is looking for an energetic, positive person to join our team and help Community Promise serve the underserved with fair and affordable financial services. This entry level position is responsible for performing all tasks associated with the processing of member transactions, loan processing, and collection. The position requires knowledge of all Community Promise products and programs as well as the ability to learn and apply basic federal regulations, including those governing bank secrecy and privacy.

Essential Duties and Accountabilities:

- Receives and disburses funds by check, cash or voucher.
- Posts deposits, loan payments, withdrawals, mail and telephone transactions.
- Maintains a cash drawer with funds not to exceed the established limits.
- Opens and closes accounts; issues Traveler's Checks and Money Orders.
- Balances cash, checks and vouchers received at the end of the day with system totals.
- Researches member accounts.
- Makes corrections to member accounts under direction of Supervisor.
- Distributes incoming mail and prepares outgoing mail.
- Assist with completing loan applications and processing of loans
- Other duties as assigned.

Education and Training:

- High School Diploma
- Six months experience in retail or customer service or a financial institution.
- General knowledge of all financial products and services.

Skills and Abilities:

- Strong customer orientation; excellent interpersonal and communication skills.
- Bilingual in Spanish strongly preferred.
- Ability to perform basic math.
- Proficiency with personal computers, MS Office, calculators, and other office equipment.

Additional Requirements:

Flexible hours up to 10 hours per week. Must be available 3:30pm-7:30pm, Monday - Friday.

Please submit a cover letter and resume to: employment@communitypromisefcu.org

Website: <http://communitypromisefcu.org>